

Build Sandy Springs: 2. Login or Register

Login or Register

- To Login or Register for Build Sandy Springs, you can either:
 - Click “Guest” on the top right of the page and select either “Login” or “Register”
 - or
 - Click the “Login / Register” icon located on the Home Screen

The screenshot shows the Build Sandy Springs website interface. At the top left is the logo for Sandy Springs Community Development. To its right is the text 'BUILD SANDY SPRINGS'. In the top right corner, there is a greeting 'Good Morning, Guest' with a dropdown menu containing 'Log In' and 'Register'. A red arrow points to this dropdown menu. Below the header is a navigation bar with links for Home, Apply, Map, Report, Fee Estimator, Pay Invoices, Search, and Calendar. A blue banner below the navigation bar contains a maintenance notice: 'NOTICE: CSS will perform weekly maintenance every Friday from 5:00pm to 7:00pm. Some functions may be unavailable during this time.' The main content area features a grid of nine service tiles. A red arrow points to the 'Login or Register' tile, which includes a user icon and the text: 'Login into an existing account or create a new account. You can also find help here if you forgot your login information.' Other tiles include 'Apply', 'Pay Invoice', 'Request Inspection', 'Request Certificate of Occupancy (CO, CC, TCO)', 'Search Public Records', 'Community Development GIS', 'City Development Code', and 'City Technical Manual'.

First Time User Registration

- Click "Register Here" at the bottom of the login screen to begin the registration process

Good Afternoon, [Guest](#) ▾

[Home](#) [Apply](#) ▾ [Map](#) [Report](#) [Pay Invoices](#) [Search](#) [Calendar](#) 0

Log In

* Username

* Password

Remember Me

[Log In](#)

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

First Time User Registration

- Step 1: Email Address
 - Enter a valid email address and click “Next”.
 - Check your email account and open the confirmation email.
 - Click the “Confirm” button located at the bottom of the email.



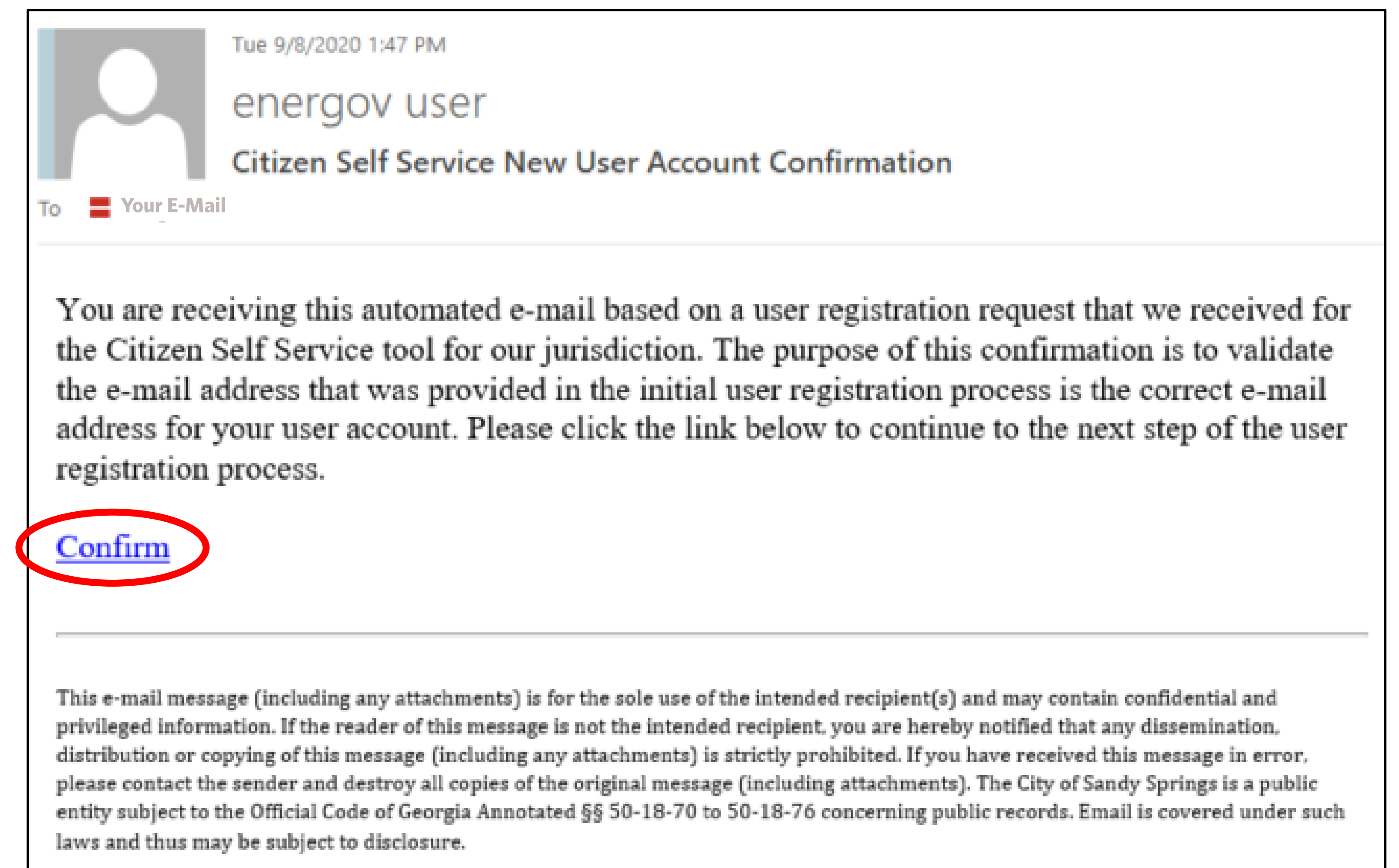
Registration

Step 1 of 4: Email Address

Email

Next

A red arrow points to the email input field.



First Time User Registration

- Step 2: Login Information

- Click the “I’m not a robot” reCAPTCHA checkbox
- Create a unique username
 - We recommend using your email address
- Create a password
 - Include one uppercase letter and one number
- Confirm your password
- Click “Next”

The screenshot shows a registration form titled "Registration" with a sub-header "Step 2 of 4: Login information". A "REQUIRED" indicator is present in the top right. The form contains the following elements:

- A reCAPTCHA checkbox labeled "I'm not a robot" with a "reCAPTCHA" logo and "Privacy - Terms" link.
- A required "Username" text input field with a red asterisk and a help icon.
- A required "Password" text input field with a red asterisk and a help icon.
- A required "Confirm Password" text input field with a red asterisk and a help icon.
- An "Email" label above a "Your E-Mail" text input field.
- A blue "Next" button at the bottom.

First Time User Registration

- Step 3: Personal Information
 - Enter your personal information such as Name, Company, and Contact Preference
 - We recommend using Email as your Contact Preference
 - Click "Next"

Registration

Step 3 of 4: Personal Info

*REQUIRED

* First Name

Middle Name

* Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

--Select Contact Preference--
Address
Business Phone
Email
Fax
Home Phone
Mobile Phone
Other Phone

First Time User Registration

- Step 4: Address
 - Enter your mailing address information in the appropriate fields and select the “Mailing” Address Type located at the bottom of the screen.
 - Click “Submit”

Registration

Step 4 of 4: Address

*REQUIRED

Country Type

* Street Number

Pre Direction

Street Name

Street Type

Post Direction

Building

City

State

Postal Code

County

* Address Type

Location
Billing
Location
Mailing
Project Address

User Dashboard

- Once you have successfully logged in, your User Dashboard will be displayed and additional black menu selections will be displayed.
- From here you can see any permits that need immediate attention, view your plans, schedule inspections, and pay invoices

The screenshot displays the Sandy Springs Community Development User Dashboard. At the top, the logo for Sandy Springs Community Development and Build Sandy Springs is visible, along with the user's name 'Test User' and a notification bell icon. The navigation menu includes 'Dashboard', 'Home', 'Apply', 'My Work', 'Today's Inspections', 'Map', 'Report', 'Search', and 'Calendar'. A blue notification bar at the top reads 'This is a FW Test Notification C08! Hello World.' The dashboard is divided into four main sections: 'My Permits', 'My Plans', 'My Inspections', and 'My Invoices'. 'My Permits' shows counts for Attention (1), Pending (2), Active (1), Draft (0), and Recent (3). 'My Plans' shows counts for Attention (0), Pending (0), Active (0), Draft (0), and Recent (0). 'My Inspections' shows counts for Requested (0), Scheduled (0), and Closed (0). 'My Invoices' shows Current (\$0.00), Past Due (\$0.00), and Total (\$0.00). Each section has a 'View My [Section Name]' link below it.

Category	Count
My Permits - Attention	1
My Permits - Pending	2
My Permits - Active	1
My Permits - Draft	0
My Permits - Recent	3
My Plans - Attention	0
My Plans - Pending	0
My Plans - Active	0
My Plans - Draft	0
My Plans - Recent	0
My Inspections - Requested	0
My Inspections - Scheduled	0
My Inspections - Closed	0
My Invoices - Current	\$0.00
My Invoices - Past Due	\$0.00
My Invoices - Total	\$0.00

**Please reach out to City Staff
for further assistance.**

Make an appointment at City Hall: <https://spr.gs/qless>

Reach us via phone: **770-730-5600**